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Job details

Job 1 of 1

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- Cafeteria Benefit Plan
- Contributory Defined Benefit Retirement Plan
- Matched 401(k) Savings and Deferred Compensation & Thrift Plans
- 11 Paid Holidays
- 10 paid leave days and option to buy one to 20 more
- Flexible Work Schedules

Position/Program Information Acts as secretary to the head of a large and complex County department. All classes in the Secretarial Group perform duties composed of essentially the same basic activities and operations. Positions in these classes are allocated when the work of the supervisor requires full-time personal secretarial assistance. The level of secretary allocated is related primarily to the level of supervisor served. Typically, positions allocable to this class provide full-time personal and confidential administrative secretarial assistance to the head of a large and complex County department having 1,000 or more employees and characterized by the professional or technical nature of work performed, or major protective or recreational service provided.**Essential Job Functions**

- Replies to personal and other correspondence, composing letters with or without dictation.
- Screens office and telephone callers, greets members of the public, Department Heads, and other high-ranking officials. Schedules meetings, arranges conferences and speaking engagements.
- Directs callers to other departments and officials or to other individuals, divisions, or sections of the department where assigned.
- Takes care of day-to-day inquiries or problems wherever possible.
- Secures information on the status of pending matters and reasons for delay in the completion of projects.
- Maintains office files and records, including those of a confidential nature.
- Performs confidential and personal services, as requested.
- Recognizes the need for revisions in office, clerical and secretarial procedures, and makes recommendations regarding such changes.

- Oversees incoming correspondence submitted for the Fire Chief's signature and provides direction to staff.
- Maintains and prepares the Fire Chief's annual Economic Disclosure Statements.
- Oversees and manages all travel accommodations for the Fire Chief.
- Acts as intermediary between the Fire Chief and staff, transmitting messages, orders, and requests, both written and verbal.
- Transmits email messages on behalf of the Fire Chief.
- Functions as the lead secretary in the Department and provides guidance and expectations to the Departmental secretarial staff.
- Supervises the work of other employees.

Requirements**Selection Requirements:**

Two years of complex and highly responsible secretarial experience* as a Secretary V, Senior Secretary III, Senior Secretary IV, Management Secretary I, Management Secretary II, Management Secretary III, Management Secretary IV or Management Secretary V in the service of Los Angeles County.

Typing Rate: 40 net words per minute.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information

*To qualify, applicants must have held the County payroll status as a Secretary V, Senior Secretary III, Senior Secretary IV, Management Secretary I, Management Secretary II, Management Secretary III, Management Secretary IV or Management Secretary V in the service of Los Angeles County.

Out-of-class experience or Verification of Experience letter will not be accepted.

Examination Content

PART I: A written test weighted at 70% that consists of both paper-and-pencil and computerized components covering Written Expression, Reading Comprehension, Data Analysis and Decision Making, Office Practices and Procedures, Customer Service, Achievement Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness and Retention.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

NOTE: Applicants that have taken the identical written tests for other exams within the last twelve (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your online application, your score will be transferred to the new examination and you may

not be allowed to re-take any identical test part(s) for at least a year.

Only those candidates who pass the written test of 70% or higher will be eligible to proceed to Part II, the Appraisal of Promotability. Candidates who are unsuccessful on the written test will be notified by mail. Written scores will not be provided over the phone.

PART II: Commentless Appraisal of Promotability which will cover Oral Comprehension, Oral Expression, Speech Recognition, Speech Clarity, Problem Sensitivity, Active Listening, Speaking, Coordination, Time Management, Social Perceptiveness, Monitoring, Active Learning, Personal and Public Relations, Supervision weighted 30%.

Candidates must achieve a passing score of 70% or higher on each weighted part:

PART I: Written test (B-Best and WSA) and

PART II: Appraisal of Promotability in order to be placed on the eligible list.

Invitation letters for any of the test parts may be sent to candidates via electronic mail. It is important that candidates provide a valid email address.

**Special
Information**

Background Checks: Successful applicants will be required to complete a thorough background investigation including a fingerprint search prior to appointment. Example of disqualifying factors is any felony conviction or conviction of a misdemeanor involving moral turpitude and job related misdemeanor convictions.

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation. You can also access practice tests for the computerized version of the test by going to the following website: http://www.shldirect.com/practice_tests.html . While test study guides will help in preparing for the test, we advise you to review all materials you deem necessary.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill the current vacancy at the Fire Department Executive Office.

**Eligibility
Information**

The names of candidates receiving a passing grade on the examination will be placed on the Eligible List in the order of their score group for a period of twelve months following the date of eligibility.

**Available Shift
Job Opportunity
Information**

Day

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at

the time of filing or by the last day of filing.

**Application and
Filing
Information**

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

File using ONE of the methods below. Applications will not be accepted by e-mail or fax.

INSTRUCTIONS FOR FILING ONLINE:

We encourage you to apply online by clicking on the tab above or below this bulletin that reads, "**Apply to Job**" so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application by 5:00 p.m., PST, on the last day of filing.

NOTE: Candidates who apply online must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (323) 869-0312 within fifteen (15) calendar days of filing online. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.

FILING BY U.S. MAIL OR IN PERSON:

We must receive your completed application at the address below by 5:00 p.m., PST, on the last day of filing.

Los Angeles County Fire Department
Personnel Services Section
1320 N. Eastern Avenue, Room 221
Los Angeles, CA 90060

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include names and addresses of schools attended, titles of courses completed, dates completed, and certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. **Amendments to applications will not be accepted after the last day of filing for this examination except for good cause as determined by the Department.** All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process. Your application **will not be accepted** if any of the required information which includes **EXPERIENCE, EDUCATION, AND DRIVER LICENSE** is omitted.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number **at the time of filing**. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an

automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout the Los Angeles County. You can visit <http://hr.lacounty.gov> from any computer with internet access to apply.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California

Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name** Norma Ruano
**Department
Contact Phone** 323-838-2249
**Department
Contact Email** norma.ruano@fire.lacounty.gov
**ADA Coordinator
Phone** 323-838-2239
**California Relay
Services Phone** 800-735-2922
Job Field Secretarial
Job Type Administrative Support

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